

## GAHS Audit Action Plan – Spring 2008

Based on information provided by both staff and students through the academic audit process, and discussions amongst HS Department Chairs and MS Team Leaders, it has been decided that we begin to implement the following at GAHS starting at the beginning of the fourth quarter (April 7):

### Safety

#### Short Term:

- AM duty for all staff - 4 teachers per day will be on duty in the cafeteria and front lobby area from 7:05 to 7:25. This is in addition to the SRO and an administrator (See attached list.)  
Expectations: No Hats, No Cell Phones, Be on time, Stay until 7:25  
All in café. Don't stand in a group – spread out.
- All teachers will monitor hallways prior to school starting, during passing time between periods, and after school. Teachers will consistently address and report issues involving inappropriate conduct. Administration and Department Chairs will monitor the implementation of this activity on a weekly basis.
- All teachers will create and maintain positive classroom environments that promote and facilitate student involvement/participation. Inappropriate behavior will be addressed consistently.  
**Please refer to the staff/student handbook.**

#### Intermediate:

- Implement after-school supervision (3pm to 9pm) to better monitor student and visitor activity in the building.
- Review/revise current policies and disciplinary consequences for level three and four infractions to support a “zero tolerance” approach to dealing with these issues.
- The MS and HS staff/student handbooks will be aligned to provide consistent expectations for all staff and students.

### Relevance

#### Short Term:

- All teachers will consistently make connections between lesson topics and real-life experiences. The application of lesson topics to jobs/careers, life lessons, and post-secondary education will be incorporated into lesson introductions and/or lesson summaries.

#### Intermediate:

- Common prep time, early release time, and workshop days will be used to review and discuss course outlines, unit outlines, and assessments to create classroom activities that offer engaging, relevant, and hands on learning activities when appropriate. Department Chairs will manage this on a weekly basis.
  - A peer-coaching program (2+2) will be developed to support teachers with implementation.

- Staff will investigate the benefits of using a unit evaluation tool to use with students in their classes to gather feedback about units of instruction.
- The school will increase opportunities for students to experience how various aspects of the curriculum are applicable to jobs/careers using classroom speakers (Speakers Bureau), Small group presentations, college and workplace visits/job shadows, job fairs, and advisory activities.

### **Coherence**

#### **Short Term:**

- Communication of Assignments/Expectations:
  - All teachers will designate an area of their classroom to post upcoming assignments with due dates.
  - Lesson outlines (an agenda for the lesson) will be communicated to students at the beginning of every period.  
(Tell them what you are going to do – Do it – Review the highlights)
  - Teachers will use either the homework hotline, studywiz, or grade books to post upcoming assignments. This will serve as a direct contact to parents.
- Teachers will provide students with clear directions and expectations (in writing whenever applicable) using “kid-friendly” language for assignments and activities.

#### **Intermediate:**

- Staff will utilize common prep time, early release time, and workshop days to create common course outlines, unit outlines, and assessments that provide clear expectations for staff, students, and parents. These documents will be posted online.